

NIH-DC Initiative to Reduce Infant Mortality

GirlTalk for Teen Moms



DMS Users Manual

January 2007(updated)

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PART I.

KEY FEATURES OF THE DMS

A. Introduction

1. The DMS

The Data Management System (DMS) is a user-friendly tool which has been designed to help you manage all GirlTalk activities and monitor your participants throughout the duration of the study. The DMS features to be used by staff at Children's National Medical Center (CNMC) fall into the following main phases:

- (1) **Recruitment**, which tracks the recruitment activities begun by the GU Project Counselors and continued by CNMC staff (e.g. Delivery Check-in Call);
- (2) **Evaluation**, which tracks and manages the status of all telephone interviews conducted by CNMC interviewers, including pregnancy evaluations; and
- (3) **Retention**, which tracks the retention activities conducted by CNMC staff (e.g. Event Window Report).

Staff will be responsible for entering into the DMS and updating all of the data needed. These data will allow the DMS to generate the reports necessary to track participants and conduct activities throughout the study.

2. Using this Manual

The DMS Users Manual is a two-part reference guide provided for all GirlTalk staff. This manual is available in hard-copy and electronically in the "Documents" menu of the DMS. Part one, *Key Features of the DMS*, acts as a detailed reference manual to help staff understand each component of the DMS. Part two, *Study Procedures*, provides step-by-step instructions explaining how the DMS is used to complete the GirlTalk study procedures. This manual has been written specifically for CNMC staff.

This manual describes the step-by-step actions which CNMC staff must take to properly use the DMS and its features. Please use the table of contents to guide you to the appropriate sections.

B. Features of the DMS

1. Logging on and off

1.1 Logging in

Access the GirlTalk DMS website here

<https://dci.rti.org/girltalk>

All GirlTalk staff will be given a unique log-in ID and password. If you forget the user name and password assigned to you, contact Lauren Courtney at RTI (lcourtney@rti.org).

1.2. Logging off

Logoff

It is important for you to log-off after each session since the DMS contains sensitive data which should not be shared with others outside this study. Be sure to log-off so that data is not unintentionally shared. Additionally, it is important to ensure that other staff do not use the DMS with your log-in information.

2. The Main Menu

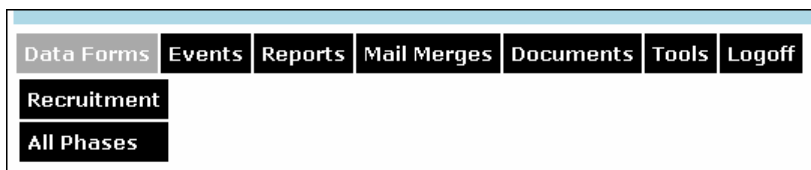
The main menu has seven (7) key features, seen across the top of your screen: Data Forms, Events, Reports, Mail Merges, Documents, Tools, and Logoff. Each of these will be described below in Part I of this Users Manual.

For more details on using each feature and specific GirlTalk study procedures, see Part II.



3. Data Forms

All data entry will be conducting by using the data forms provided in the DMS as well as hard-copy forms, when applicable. When you click on the Data Forms option on the Main Task Bar you will see two tabs on the dropdown menu as shown in the figure below: Recruitment and All Phases. CNMC staff have access to data forms in these two phases.



3.1. Recruitment Data Forms

The Recruitment phase of the study begins with participant screening conducted by GU staff and concludes with confirmation of the teen's delivery, conducted by CNMC. There are five data forms under this tab, as shown below.

Data	
Data Forms	Events Reports Mail Merges Documents Tools Logoff
Recruitment	Screening Form
All Phases	Enrollment Form (LG+ Teen)
	Enrollment Form (Teen)
	Contact Form
	Delivery Confirmation Form

Data forms used in the Recruitment Phase include:

- **Screening Form:** Used as a reference only. Contains teen's EDC, DOB.
- **Enrollment Forms:** Used as a reference only. Contains MF information.
- **Contact Form:** Should be regularly updated by CNMC staff.
- **Delivery Confirmation Form:** Enter data into this form upon conducting the delivery confirmation call and completing the form in hard-copy.

3.2. All Phases Data Forms

Two other forms used can be found under the tab called "All Phases", including:

- **Schedule Appointment:** Interviews scheduled on this form appear on calendar.
- **Participant Notes:** A comments section to record key information (e.g. teen positive pregnancy, infant died). Date and initial each comment you make.

Data	
Data Forms	Events Reports Mail Merges Documents Tools Logoff
Recruitment	
All Phases	Schedule Appointment
	Participant Notes

4. Events

All activities begun or completed are tracked by individual teen using the Events section of the DMS. Staff can update events in two different ways: by "teen" or "in batch", as shown in the figure below. In most instances CNMC staff will use the first option, "Update Events for Teen".

Data Management System	
Data Forms	Events Reports Mail Merges Documents Tools Logoff
	You are logged in as k
	Update Events For Teen
	Update Event in Batch

4.1. Update Events for Teen

To view or update the events for an individual participant (either teen or mother-figure), select “Update Events for Teen”. From the main screen you may search for the individual record in 4 ways: by Teen ID, Teen last name, MF last name, or by clicking the interactive arrows at the bottom of each screen.

4.2. Update Events in Batch

To update the event status for multiple participants at one time, select “Update Event in Batch”. In order to use this feature you must select participants who have the same event status for a given event.

Begin by selecting the **event** you wish to update, as shown to the right.

Next select the current status of that event. Then hit the ‘Continue’ button.

The next screen displays the names of all participants with the event status you selected. Check the box next to each participant you would like to update.

(Update in Batch, continued)

The next screen lists the names and ID number of the participants you have selected and the total number.

Select the new status.

Enter the 'Submit' button.

The DMS will display this message to let you know the submission was successful.

Submission was successful.

Please select another option from the menu.

Data Forms **Events** **Reports** **Mail Merges** **Documents** **Tools** **Logoff**

UPDATE EVENT STATUS IN BATCH

Event Description: **Delivery Check-in Call**
Current Status: **Needed**

You selected the following Teens:
Total number selected is: 0

If you need to change your selection, click the Back button on your browser to go back.

If the list is correct, select the New Status for the event. Then click the Submit button to save the change.

Select New Status: **Needed**
Completed - baby not delivered
Completed - baby delivered
Closed out

Date Status Changed:
Person Responsible:

Submit

5. Reports

Below is a list of all reports available in the DMS for each of the four options.

5.1 Evaluation Phase

- *Interviews Scheduled and Need to Schedule*

Identify interviews scheduled in the next 2 weeks. Teen ID, name, phone number and interview date/time are included.

Determine which interviews will be needed in the next 4 weeks, or are passed due.

- *Pregnancy Test Reminders & Self-Check Calls*

Determine which self-check calls or pregnancy test reminders are needed in the next 4 weeks, or are passed due. Teen ID, name and phone number are included.

5.2 Create Your Own Event Report

- *All events are listed here.*

Check the status of ALL events (e.g. "Delivery Confirmation Calls").

5.3 Data Uploads

- *Georgetown*
- *Childrens*

Confirm that your CAPI data has been uploaded by reviewing the ID numbers here.

5.4 Retention

- *Event Windows*

Use this for weekly Retention Meetings and to monitor difficult to reach cases.

- *Data Uploads-All*

Cumulative list of all CAPI data uploaded from GU and CNMC.

- *Teen Demographics*

Report generated to assist GU project managers.

6. Mail Merges

CNMC staff have to Mail Merges at this time.

7. Documents

The DMS Users Manual is (will be) posted under the Documents button. The Manual will be listed by chapter, enabling staff to print or view the most recent version of each chapter at any time.

8. Tools

The DMS has several tools, including: an appointment calendar

8.1. Appointment Calendar

The appointment calendar includes all phone interviews which have been scheduled by CNMC staff. This calendar also serves as a reference, whereby staff may review appointments scheduled from previous months. For this reason staff should always keep their calendar appointments updated.

Users may click on each hyperlink (shown in blue) to view more details about the appointment.

Data Forms	Events	Reports	Mail Merges	Documents	Tools	Logoff	You are logged in as laced.
APPOINTMENT CALENDAR - Children's							
This calendar displays all appointments that have been entered in the DMS using the "Schedule Appointment" form.							
Filter By Interviewer: <input type="text"/>							
Dec	January 2007						Feb
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
31	1	2 10:00 AM (AS) Baseline Phone Int (G11304) 11:00 AM (AS) Teen Eval-6 Mo (G10350) 12:30 PM (AS) Teen Eval-6 Mo (G10488) 2:00 PM (AS) Teen Eval-6 Mo (G10694) 2:30 PM (DL) Baseline Phone Int (G11296)	3 10:00 AM (DL) Baseline Phone Int (G11437)	4 10:00 AM (DL) Teen Eval-6 Mo (G10751) 11:30 AM (DL) Teen Eval-12 Mo (G10041) 2:00 PM (AS) Baseline Phone Int (G11502) 5:00 PM (DL) Baseline Phone Int (G11593) 6:00 PM (DL) MF Eval-12 Mo (G10041)	5	6 2:30 PM (DL) MF Eval-12 Mo (G10132) 3:30 PM (DL) Teen Eval-12 Mo (G10132)	
2	8	9 7:30 PM (AS) Baseline Phone Int (G11270)	10 10:00 AM (AS) Baseline Phone Int (G11445)	11 2:00 PM (AS) Baseline Phone Int (G11189) 3:00 PM (DL)	12	13	

8.2. Upload Files

Data from all CAPI interviews is uploaded using this link. Detailed instructions for uploading CAPI data are included in Part II of this manual, **Chapter B5**.

8.3. Change Password

Follow the instructions provided here to change your password. If you cannot remember your password please contact Lauren Courtney at lcourtney@rti.org.

8.4. Browser Settings

In order for the DMS to function correctly on your computer, specific browser settings must be changed. RTI staff ensure that browser settings are correct for each computer at the beginning of the study. If you receive a new computer or update your current internet browser at any time during the study, please review this page in the DMS so that you may adjust your browser correctly.

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PART II.

Study Procedures: Step-by-Step Instructions for Using the DMS

Part II of the DMS Manual, divided into 3 main sections, describes the GirlTalk study procedures for using the DMS. The step-by-step instructions which follow are meant to act as a guide for you when attending to all GirlTalk activities. If you have questions about a specific feature described here, please refer to *Part I, Key Features of the DMS*.

A. Recruitment Activities

1. Conducting a Delivery Confirmation Call

The Delivery Confirmation Call is important because this will be the first time CNMC staff have contact with the participant.

Step 1. Print list of teens needing Delivery Confirmation Call

Select: Reportsà Create Your Own Event Report
Click “Get Report”

Select an Event: “Delivery Check-in Call”
Filter by Status: “Needed”

The Create Your Own Event Report provides a list of participants who must be called, as shown below. As discussed in Part I, Chapter B4.2, the “*status date*” indicates the date the call was/will be “needed”.

The report shows events up to 60 days into the future, to allow staff time to prepare.

CREATE YOUR OWN EVENT REPORT

Select an Event:

Filter by Status:

This report shows events up to **60 days** in the future.

TeenID	First Name	Last Name	Status	Status Date	Person Responsible
G11528			Needed	12/30/2006	
G11411			Needed	01/11/2007	AS
G11627			Needed	01/15/2007	
G11510			Needed	01/16/2007	

In some cases participants will call the Georgetown staff after they have delivered, whereby Georgetown staff may complete their delivery confirmation call. CNMC must remain aware of these cases and assign staff for the Baseline Interview accordingly.

Step 2. Complete *Delivery Confirmation Form* (hard copy)

Step 3. Confirm data on *Contact Sheet* in DMS.

Print out a hard copy in advance.
Update electronically in DMS.

To find the Contact Form, select:
à Data Forms
à Recruitment Phase
à *Contact Form*

Data Forms	Events	Reports	Mail Merges	Documents	To
Recruitment	Screening Form				
All Phases	Enrollment Form (LG+Teen)				
	Enrollment Form (Teen)				
	Contact Form				
	Delivery Confirmation Form				







Step 4. Enter completed *Delivery Confirmation Form* into DMS

To find the Delivery Form, select:

- à Data Forms
- à Recruitment Phase
- à *Delivery Confirmation Form*

Data Forms	Events	Reports	Mail Merges	Documents
Recruitment	Screening Form			
All Phases	Enrollment Form (LG+Teen)			
	Enrollment Form (Teen)			
	Contact Form			
	Delivery Confirmation Form			

The DMS “Delivery Confirmation Form” should look like this:

DELIVERY CONFIRMATION CALL	
Teen ID: G10100	
Teen's Name:	Sally Smith
Form Date:	10/24/2005 
A. PREGNANCY STATUS CONFIRMATION	
1. Teen's Availability:	Teen Not Available 
3. Relationship to Teen:	Mother / Mother -Figure 
Specify other relationship:	<input type="text"/>
5a. When was the baby born?	10/23/2005 
5b. Where was the baby born?	Georgetown University Hospital 
Specify other delivery site:	<input type="text"/>
B. CONTACT RESULT	
FINAL RESULT CODE:	Baby delivered 
D. COMMENTS	

Step 5. Update Event: *Delivery Check-in Call* (event 25)

Select: “Completed – baby not delivered” or
“Completed – baby delivered”

BEFORE UPDATED, the DMS “Events” should look like this:

	Event Num	Event Description	Current Status	Status Date	Person Responsible
Update	25	Delivery Check-in Call	Needed	11/08/2005	

- **If no answer:** Do not update the DMS. Track calls on hard-copy form.
- **If the baby was not delivered** when you called, you should select “*Completed-baby not delivered*”. The DMS will change this status to “needed” 7 days later. The interviewer initials will also appear as “person responsible”, to verify that this was updated.

- If the baby was delivered, you should select “*Completed, baby delivered*”. The Baseline Phone interview will be triggered as “needs to be scheduled” in the DMS, as shown below. If possible, schedule the baseline interview during your Delivery Check-in call.

AFTER BABY DELIVERED, the DMS “Events” should look like this:

	Event Num	Event Description	Current Status	Status Date	Person Responsible
Update	25	Delivery Check-in Call	Completed - baby delivered	11/16/2005	DF
Update	27	Baseline Phone Interview	Needs to be scheduled	11/16/2005	

B. Using the DMS for Conducting Interviews

1. Scheduling Baseline Interview

The Baseline Interview should be scheduled and/or conducting during the “Delivery Check-in Call” if possible.

NOTE about Baseline Interviews: Do not conduct the baseline interview if participant is less than 2 weeks *post-partum* (after delivery). Schedule her interview for a time that is at least 2 weeks after her delivery date.

Step 1. Schedule Appointment

1. Select:
à Data Forms à All Phases
à Schedule Appointment à Children’s

2. Select appointment type:
“Baseline Phone Interview”

3. Complete and submit the appointment form.

4. This appointment will now appear on the Calendar.

Step 2. Update Event: *Baseline Interview* (event 27)

Select a new status for this event: "Appointment Scheduled"

TEEN ID

TEEN NAME

TEEN ID: G

TEEN NAME:

EVENT DESCRIPTION

CURRENT STATUS

Baseline Phone Interview

Needs to be scheduled

[View Event History](#)
[Pop-Up Schedule Appointment Form](#)

UPDATE STATUS TO

Needs to be scheduled

Appointment scheduled

Partially completed - needs to be rescheduled

Partially completed - rescheduled

Completed

Refused

Closed out

DATE STATUS CHANGED

PERSON RESPONSIBLE

DF

Update

AFTER SCHEDULING APPT, the DMS “Events” should look like this:

	Event Num	Event Description	Current Status	Status Date	Person Responsible
Update	25	Delivery Check-in Call	Completed - baby delivered	11/16/2005	DF
Update	27	Baseline Phone Interview	Appointment scheduled	11/16/2005	DF

2. Checking Interviews Scheduled and Needed To Be Scheduled

Step 1. Check Interviews Scheduled on Calendar

Go to “Tools”—select “Appointment Calendar”

As shown above, all interviews scheduled will appear on the calendar. Sort by staff member.

Step 2. View Report: *Interviews Scheduled and Need to Schedule*

Select: Reportsà Evaluationsà Interviews Scheduled and Need to Schedule



[Data Forms](#)
[Events](#)
[Reports](#)
[Mail Merges](#)
[Documents](#)
[Tools](#)
[Logoff](#)

You are logged in as [\[Name\]](#)

[Evaluations](#)
[Create Your Own Event Report](#)
[Data Uploads](#)
[Retention](#)

[Interviews Scheduled & Need to Schedule](#)
[Pregnancy Test Reminders & Self-Check Calls](#)

Two reports will appear in this print-out: Interviews scheduled (by date and interviewer), and Interviews that need to be scheduled in the next 2 weeks, as shown below.

INTERVIEWS SCHEDULED AND NEED TO SCHEDULE						
 Interview Appointments This list shows interviews that are scheduled in the next 14 days.						
Check off	TeenID	Names (Teen / MF)	Primary Phone (Teen / MF)	Interview Type	Interviewer Assigned	Date/Time
	G10025	██████ / ██████	/	Baseline Phone Interview	DF	Jan 11 2007 5:00PM
 Interviews Need to Schedule This list shows interviews that need to be scheduled/rescheduled in the next 14 days.						
Check off	TeenID	Names (Teen / MF)	Primary Phone (Teen / MF)	Event	Status	Status Date
	G10512	██████ / ██████	██████ / ██████	Teen Evaluation - 6 Mo	Needs to be scheduled	09/25/2006
	G10082	██████ / ██████	██████ / ██████	MF Evaluation - 12 Mo	Needs to be scheduled	10/22/2006
	G10082	██████ / ██████	██████ / ██████	Teen Evaluation - 12 Mo	Needs to be scheduled	10/29/2006

Missing phone numbers: Phone numbers on this report are populated from the *Contact Sheet*; thus, if the phone number is missing you must update the primary phone number on the *Contact Sheet*.

Step 3. View: *Event Windows*

An alternative way to view interviews which must be scheduled is to review the Event Windows Report. While this should not be the exclusive list of events for you, this lists the high risk cases which need extra attention. This report is reviewed during weekly Retention Meetings by GirlTalk staff.

Select: Reportsà Retentionà *Event Windows*

This report contains two parts. At the top “Windows About to Close” lists the events which will close in the next 5 weeks, as shown below.

EVENT WINDOWS REPORT						
Windows About to Close This list shows event windows that will close in the next five weeks.						
TeenID	First Name	Event	Status	Status Date	Window Close Date	
G11221	████	Delivery Check-in Call	Needed	12/06/2006	01/10/2007	
G10306	████	Teen Evaluation - 6 Mo	Needs to be scheduled	11/23/2006	01/11/2007	
G10306	████	Pregnancy Test - 6 Mo	Needed	11/23/2006	01/11/2007	

At the bottom, “Window Date Passed” lists events which have already reached the end of their window, as shown below. (For more information on lengths of each event window ask your supervisor or Lauren Courtney/RTI).

Window Date Passed					
This list shows events that have passed the end of their windows.					
<u>TeenID</u>	<u>First Name</u>	<u>Event</u>	<u>Status</u>	<u>Status Date</u>	<u>Window Close Date</u>
G10496	██████	Teen Evaluation - 6 Mo	Appointment scheduled	10/25/2006	12/08/2006
G10462	██████	Teen Evaluation - 6 Mo	Appointment scheduled	11/16/2006	12/13/2006
G10462	██████	Pregnancy Test - 6 Mo	Needed	10/25/2006	12/13/2006

3. Scheduling Follow-up Interviews

CNMC will conduct follow-up interviews every 6 months for teens and every 12 months for Mother-figures. For screen shots and further details on scheduling appointments, see Section B1 above, *Scheduling Baseline Interview*.

Step 1. Schedule Appointment

Select: Data Forms → All Phases → Schedule Appointment → Children’s

Select appointment type: *Teen Evaluation- 6 Mo*
Teen Evaluation- 12 Mo
Teen Evaluation- 18 Mo
Teen Evaluation- 24 Mo
Mother-figure Evaluation- 12 Mo
Mother-figure Evaluation- 24 Mo
Teen Evaluation- Early Withdrawal
Mother-figure - Early Withdrawal
Teen Evaluation- Positive Pregnancy

Submit appointment form. This appointment will now appear on the Calendar.

Step 2. Confirm data on *Contact Sheet* in DMS.

Print out hard copy. Update electronically in DMS.

Select: Data Forms → Recruitment Phase → *Contact Form*

Step 3. Update Event: *Teen Evaluation- 6 Mo* (event 36)

Teen Evaluation- 12 Mo (event 37)
Teen Evaluation- 18 Mo (event 38)
Teen Evaluation- 24 Mo (event 39)
Mother-figure Evaluation- 12 Mo (event 40)
Mother-figure Evaluation- 24 Mo (event 41)
Teen Evaluation- Early Withdrawal (event 64)
Mother-figure - Early Withdrawal (event 65)
Teen Evaluation- Positive Pregnancy (event 68)

Select: “Appointment Scheduled” or “Partially completed- rescheduled”, as appropriate.

AFTER SCHEDULING INTERVIEW, the DMS “Events” should look like this:

	Event Num	Event Description	Current Status	Status Date	Person Responsible
Update	25	Delivery Check-in Call	Completed - baby delivered	09/08/2005	MEW
Update	27	Baseline Phone Interview	Completed	09/08/2005	DF
Update	36	Teen Evaluation - 6 Mo	Appointment scheduled	10/24/2005	DF
Update	44	Pregnancy Test - 6 Mo	Needed	10/24/2005	DF

4. Recording Your Completed Interview in Events

Step 1. Update Event

Update each Interview to “Completed”, as soon as you complete it.

AFTER INTERVIEW COMPLETED, the DMS “Events” should now look like this:

	Event Num	Event Description	Current Status	Status Date	Person Responsible
Update	25	Delivery Check-in Call	Completed – baby delivered	09/08/2005	MEW
Update	27	Baseline Phone Interview	Completed	09/08/2005	DF
Update	36	Teen Evaluation - 6 Mo	Completed	10/24/2005	AS
Update	44	Pregnancy Test - 6 Mo	Needed	10/24/2005	DF

Incomplete interviews:

If an interview is interrupted and must be rescheduled, change event status to:

“Partially completed- needs to be rescheduled”, or

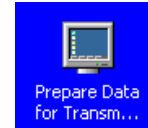
“Partially completed- rescheduled”.

Once interview is rescheduled, repeat Step 1, #3 above to schedule an appointment.

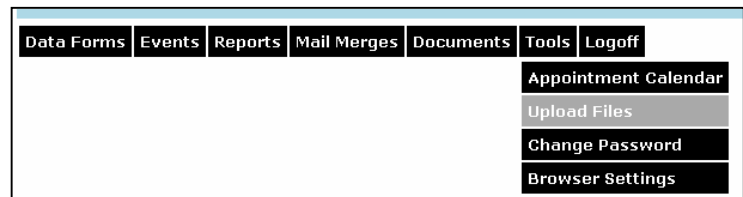
5. Uploading Your CAPI DATA

As soon as you have completed a CAPI interview, you must upload this data to the RTI database by using the DMS. First, ensure that your computer is connected to the internet. Then follow these simple steps.

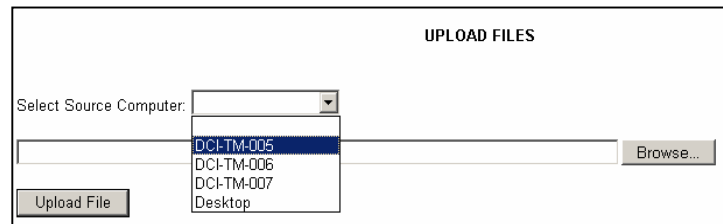
1. Find icon on desktop: “Prepare data for transmission”. Double-click on this icon.



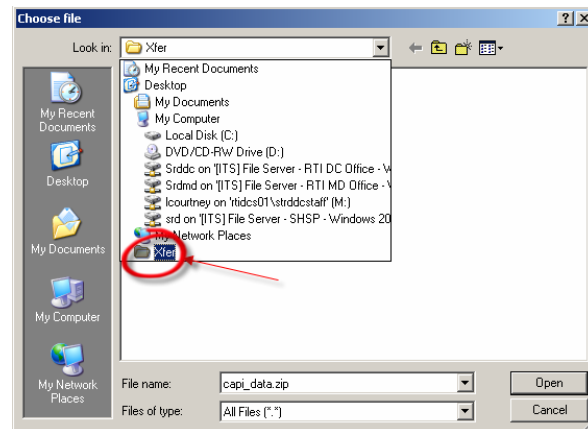
2. Open the DMS:
Go to Tools → Upload Files



3. Select Source Computer:
(Laptop #5, #6, #7, or Desktop)
Note: If you accidentally upload data using an incorrect computer number, please contact RTI right away for further instructions.

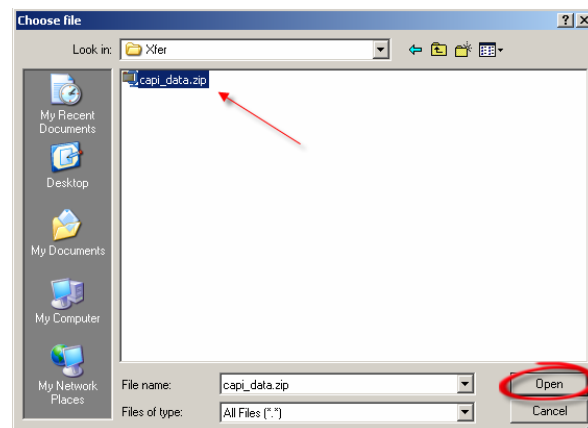


4. Click “Browse”. Select – “Look-in” “X-fer”. The X-fer folder can be found on your desktop.



5. Click on the file called:
“capi_data.zip”

Hit the “Open” key to select the file.



6. Click “Upload File”
after file is attached.
(Be patient it may take a
minute to upload.)

If the upload does not go
through, make sure that the
file name is correct (case
sensitive).

UPLOAD FILES

Select Source Computer: DCI-TM-005

C:\Documents and Settings\lcourtney\Desktop\Xfer\capi_data.zip Browse...

Upload File

7. When complete you will see this message:
“File has been uploaded”.

Select Source Computer: DCI-TM-005

File has been uploaded.

Upload File

6. Verifying Your Data Upload

After you have uploaded your CAPI interview data, you should check the Data Uploads Reports to confirm that your data has been received, as shown below.

Data Forms	Events	Reports	Mail Merges	Documents	Tools	Logoff
<div style="background-color: black; color: white; padding: 2px 5px; margin-bottom: 2px;">Evaluations</div> <div style="background-color: black; color: white; padding: 2px 5px; margin-bottom: 2px;">Create Your Own Event Report</div> <div style="background-color: black; color: white; padding: 2px 5px; margin-bottom: 2px;">Data Uploads</div> <div style="background-color: black; color: white; padding: 2px 5px; margin-bottom: 2px;">Retention</div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: black; color: white; padding: 2px 5px;">Georgetown</div> <div style="background-color: black; color: white; padding: 2px 5px;">Children's</div> </div>						

The Data Uploads Report is updated every four hours. The report is updated at the following times: 6:00am, 10:00am, 2:00pm, 6:00pm, 10:00pm, and 2:00am. Please check the report after one of these times for the ID number of the interview data you have just uploaded. The ID number should be listed with the interview date, as shown below.

DATA UPLOADS FROM CHILDREN'S

Below is a cumulative list of the Teen IDs that have been received at RTI **and** moved into the study database.
The process to move data into the study database will run nightly.
If you don't see your uploaded IDs below, wait 24 hours and check this report again.

Dates below refer to the date the interview was completed (not uploaded).

Teen ID	Teen Postpartum	Teen Follow-up 6 mo	Teen Follow-up 12 mo	MF Follow-up 12 mo	Teen Follow-up 18 mo	Teen Follow-up 24 mo	MF Follow-up 24 mo
G11593	01/09/2007						
G11502	01/04/2007						
G11460	12/06/2006						
G11437	01/03/2007						
G11403	12/13/2006						

C. Using the DMS to Report Pregnancy Tests and Self-Checks

Throughout her two-year enrollment in the GirlTalk study, each teen must conduct 4 epts (early pregnancy tests) either at home or at a designated clinic during 6, 12, 18, and 24 months. In addition, teens will receive 4 self-check calls at 3, 9, 15, and 21 months from CNMC staff to confirm her pregnancy status. Results of the EPT may be entered into the DMS by either GU or CNMC staff.

If a teen delays reporting her ept results, a Pregnancy Test “reminder call” may be necessary. “Pregnancy Test Reminder Calls” are all conducted by CNMC interviewers. Interviewers may provide additional “reminders” during the follow-up interviews, if the teen has not yet conducted her ept.

This chapter will walk you through steps for the following procedures:

- 1-Conducting the pregnancy self-check call
- 2-Recording EPT results
- 3-Recording positive pregnancy results
- 4-Conducting pregnancy test reminder calls

1. Conducting the Pregnancy Self-Check Call

Beginning at month 3, each teen must confirm their pregnancy status every 6 months. CNMC interviewers will call the teens to conduct a Pregnancy Self-Check Call, following the hard-copy script provided.

Step 1. Print Report *Pregnancy Test Reminders & Self-check Calls*

You must first identify which teens must be contacted by printing this report, Pregnancy Test Reminders & Self-check Calls.

Select: Reportsà Evaluationsà “*Pregnancy Test Reminders & Self-check Calls*”



Step 2. Contact all participants listed under “Self-Check Calls needed”

Contact participants listed on this report. Do not contact participants until their status date has been reached. Calls made too early may not be valid as this is considered “outside the event window”.

Pregnancy Self-Check Calls Needed

Below are the Self-Check Calls needed in the next 4 weeks.

Pregnancy Self-Check must be completed within **28** days of the Status Date listed below.

Check off	TeenID	Teen Name	Primary Phone	Event	Status Date
	G10074	[REDACTED]	[REDACTED]	Pregnancy Self-Check Call - 9 Mo	09/06/2006
	G10082	[REDACTED]	[REDACTED]	Pregnancy Self-Check Call - 15 Mo	01/21/2007
	G10000	[REDACTED]	[REDACTED]	Pregnancy Self-Check Call - 9 Mo	10/01/2006

Step 3. Update Self-Check Results (3, 9, 15, 21 mo) for teen

Update each EPT result under “event” as soon as you receive it.

Select: Events → Update Events for the Teen

Update event: *Pregnancy Self-check Call - 3 Mo* (event 56)

Pregnancy Self-check Call - 9 Mo (event 57)

Pregnancy Self-check Call - 15 Mo (event 58)

Pregnancy Self-check Call - 21 Mo (event 59)

	Event Num	Event Description	Current Status	Status Date	Person Responsible
Update	25	Delivery Check-in Call	Completed - baby delivered	12/20/2005	DL
Update	27	Baseline Phone Interview	Completed	01/09/2006	DL
Update	36	Teen Evaluation - 6 Mo	Completed	06/14/2006	DL
Update	56	Pregnancy Self-Check Call - 3 Mo	Needed	03/13/2006	

The Self-Check Call event has 5 possible event statuses, as shown here.

Event Description:	Pregnancy Self-Check Call - 9 Mo
Current Status:	Needed
Update Status To:	<div>Needed Completed - Preg or DK Completed - Not Preg Completed - Confirmed Pos Preg Closed out</div>

Based on the results of the Self-Check Call, update the event status as follows:

- **Teen is not pregnant** → select “Completed- Not Preg”
- **Teen is or may be pregnant** → select “Completed- Preg or DK”
- **Teen has been confirmed pregnant by ept** → “Completed- Confirmed Pos Preg”

2. Recording EPT Results (6, 12, 18, 24 mo)

Once EPT results are received, promptly enter them into the DMS events. You will enter EPT results in the same manner that Self-Check Call results are entered.

Step 1. Update EPT Results (6, 12, 18, 24 mo) for teen

Update each EPT result under “event” as soon as you receive it.

Select: Events → Update Events for Teen

Update event: *Pregnancy Test - 6 Mo* (event 44)

Pregnancy Test - 12 Mo (event 45)

Pregnancy Test - 18 Mo (event 46)

Pregnancy Test - 24 Mo (event 47)

You may also need to update any confirmatory EPT Results received. These events are:

Pregnancy Test Confirmation - 3 Mo (event 60)

Pregnancy Test Confirmation - 9 Mo (event 61)

Pregnancy Test Confirmation - 15 Mo (event 62)

Pregnancy Test Confirmation - 21 Mo (event 63)

	Event Num	Event Description	Current Status	Status Date	Person Responsible
Update	25	Delivery Check-in Call	Completed - baby delivered	12/20/2005	DL
Update	27	Baseline Phone Interview	Completed	01/09/2006	DL
Update	36	Teen Evaluation - 6 Mo	Completed	06/14/2006	DL
Update	44	Pregnancy Test - 6 Mo	Needed	06/13/2006	
Update	48	Pregnancy Test Reminder - 6 Mo	Needed	06/20/2006	
Update	56	Pregnancy Self-Check Call - 3 Mo	Completed - Not Preg	03/13/2006	DL

The Pregnancy Test event has 5 possible event statuses, as shown here.



Event Description: **Pregnancy Test - 6 Mo** [\[View Event History \]](#)
Current Status: **Needed**

Update Status To:

Needed
Completed - Preg
Completed - Not Preg
EPT not needed - Pos Preg confirmed
Closed out

Date Status Changed:

Person Responsible:

Based on the results of the Self-Check Call, update the event status as follows:

- **Teen is not pregnant** → select “*Completed- Not Preg*”
- **Teen is pregnant/confirmed by a physician** → select “*Completed- Preg*”
- **Teen was already confirmed pregnant earlier in study** → “*EPT not needed- Pos Preg confirmed*”

3. Recording a Positive Pregnancy Result

If teen reports positive pregnancy, you must complete the hard-copy Positive Pregnancy Form. The bottom of this form provides specific instructions and procedural reminders.

Step 1. Complete Positive Pregnancy Form (hard copy)

Staff from either GU or CNMC may complete this form at any point that a teen reports a positive pregnancy.

Step 2. Update Participant Notes

Even if the teen has not confirmed her pregnancy by a physician, you must add a Note.

Select: Forms → All Phases → “Positive Pregnancy Form”

Add a note to the teen’s note page: “*This teen has tested positive via an ept and (has/has not) been confirmed by a physician.* --Interviewer initials + date”

Data Forms | **Events** | **Reports** | **Mail Merges** | **Docu**

Recruitment

All Phases | **Schedule Appointment** | **Participant Notes**

4. Conducting Pregnancy Test Reminder Calls (6, 12, 18, 24 mo)

Participants who have not yet conducted their ept at 6, 12, 18 or 24 months will require a pregnancy test reminder call. In addition to this reminder call, we ask you to remind all participants when you call to schedule their interview and when you conduct their interviews. We realize this may require 2 or 3 separate phone calls to the teen, but this will ensure maximum compliance with conducting this important ept test.

Step 1. View Report: Pregnancy Test Reminders & Self-check Calls

Select: Reportsà Evaluationsà "Pregnancy Test Reminders & Self-check Calls"

Data Forms	Events	Reports	Mail Merges	Documents	Tools	Logoff	You
Evaluations			Interviews Scheduled & Need to Schedule				
Create Your Own Event Report			Pregnancy Test Reminders & Self-Check Calls				
Data Uploads							
Retention							

Step 2. Contact participants listed under "Pregnancy Test Reminders".

Remind participants to conduct EPT.

Pregnancy Test Reminder Calls Needed					
Below are the Reminder Calls needed in the next 4 weeks.					
Pregnancy Test must be completed within 28 days of the Status Date listed below.					
Check off	TeenID	Teen Name	Primary Phone	Event	Status Date
	G10074			Pregnancy Test Reminder - 6 Mo	06/20/2006
	G10066			Pregnancy Test Reminder - 6 Mo	09/04/2006
	G10355			Pregnancy Test Reminder - 6 Mo	09/15/2006